| **Position Title:** | **Secretary** |
| --- | --- |
| **Reports to:** | Executive Committee | **Direct Reports:** | N/A |
| **Employment Status:** | Volunteer |
| **Time Commitment** | MRNA Netball Season – March – September (approx) |
| **Commitment to Child Safety** | We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing.  As part of that dedication to health and wellbeing, Kyneton Netball Association (KNA) is committed to ensuring the safety of all of its members, particularly Children and Young People. KNA follow the Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates commitment to providing a safe environment for children in netball and consists of principles and benchmarks KNA has in place. ​ |

| **Primary Purpose of Position** |
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| * Ensure that appropriate administrative support is provided to the President and the General Committee and sub committees
* Manage business considered by the Association Committee
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| **Key Responsibilities** |
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| * Acts as the public officer for the organization
* Establish a meeting schedule for the Executive and sub Committees for the year
* Coordinate meetings for the organisation and collate an agenda for those meetings
* Prepare the agenda and minutes of all committee and General meetings of the Association, distribute and file in accordance with the Rules of the association
* Prepare comprehensive reports of all activities of the Association for presentation to the membership at the Annual General Meeting
* Provide oversight and guidance to the Board on the matters of the Constitution, conduct of meetings and amendments to By-Laws
* Maintain a register of member’s names, addresses etc.
* Be responsible for correspondence and issue notices as required and keep records of all inward and outward correspondence
* Be the telephone and email contact for all enquires
* Maintain files of legal documents such as constitutions, bylaws, leases and titles
* Collect and collate all reports from office bearers
* Maintain a complete record of all activities of the Association
* Disseminate by email, website, notice and or newsletter, any information within and from externally of the association, pertinent to all members
* Coordinate team reports for club newsletter, email
* Maintain club administration records- correspondence, financial records, competition details etc.
* Assist other committee members in their duties as required
* Provide a report on any aspect of portfolio operations to the monthly committee meeting
* Seek ratification from the appropriate Committee member prior to committing the Association to any financial expenditure or action.
* Uphold Constitution, By-Laws, rules, policies and procedures of the Association
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| **Knowledge, Skills & Abilities** |
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| * Well-developed communication skills
* Good listening skills
* Excellent organisation skills
* Ability to lead by example
* Ability to delegate tasks
* Ability to liaise with external parties
* Computer literate with good report-writing skills
* Able to maintain confidentiality on relevant matters
* Strength and clarity of purpose
* Ability to engage, encourage and lift the level of service
* Dedicated association person
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| **Other Requirements** |
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| * Induction Training
* Police Check
* Working with Children Check
* Other (please specify)
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